



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

Canc frp: 31 Oct 2011

BUPERSNOTE 5210

BUPERS-01

4 OCT 2010

BUPERS NOTICE 5210

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL MILLINGTON/NAVY PERSONNEL
COMMAND IMPLEMENTATION OF NAVY APPROVED ELECTRONIC
RECORDS MANAGEMENT SOLUTION, TOTAL RECORDS INFORMATION
MANAGEMENT

Ref: (a) 44 U.S.C., Chapter 31, Federal Records Act
(b) SECNAVINST 5210.8D
(c) SECNAV M-5210.1 of Nov 2007
(d) OPNAVNOTE 5210 of 15 Jul 2010

Encl: (1) TRIM Implementation Schedule
(2) End-User Training Schedule

1. Purpose. To promulgate the implementation schedule for migration to Total Records Information Management (TRIM) at Bureau of Naval Personnel (BUPERS) Millington/Navy Personnel Command (NAVPERSCOM).

2. Background

a. Federal law requires the Department of the Navy (DON) to safeguard, protect, and manage official electronic records per reference (a) and establishes the framework for records management programs within Federal agencies.

b. The Navy/Marine Corps Intranet (NMCI) provides Chief of Naval Operations commands with a robust Electronic Records Management (ERM) tool that is compliant with references (b), (c), and (d). The NMCI-provided ERM system was selected and has been approved for use by the Navy Information Technology governing body, Enterprise Services Functional Area Manager. Available on all NMCI seat configurations, TRIM is the application chosen for the DON Records Management Program and has been deployed by NMCI on both the classified and unclassified networks. In addition, this ERM tool is available to non-NMCI commands via a DoD enterprise license agreement.

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3. Policy. All Navy commands on the NMCI network must use the provided DON ERMS tool for the storage and management of electronic records. This policy is a requirement for official DON records only.

4. Action. BUPERS Millington/NAVPERSCOM will adhere to implementation and training schedules in enclosures (1) and (2). BUPERS, Records Manager (BUPERS-01) and NAVPERSCOM, TRIM Data Set Manager (PERS-53) are charged with overseeing the implementation of TRIM for BUPERS Millington/NAVPERSCOM.

5. Points of Contact

a. BUPERS Records Manager: (901) 874-3059.

b. BUPERS TRIM Data Set Manager: (901) 873-3054.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.

7. Cancellation Contingency. This notice will remain in effect for 1 year or until superseded, which ever occurs first.



ANN C. STEWART
Assistant Deputy
Chief of Naval Personnel

Distribution:
Electronic only, via BUPERS Web site
<http://www.npc.navy.mil/>

TRIM IMPLEMENTATION SCHEDULE

CODES	# PERSONNEL ASSIGNED	PRIMARY LEAD	INITIAL TRAINING	ESTIMATED COMPLETION DATE
PERS-9	126	YNM HOYT	26 Jul	1 Oct
PERS-00	31	YNC WILLIAMS	6 Sep	8 Oct
PERS-8	130	LT MCLAUGHLIN	22 Sep	22 Oct
BUPERS-3	75	LCDR WANG	25 Oct	8 Nov
BUPERS-08	65	MR. GARY ROSS	9 Nov	23 Nov
PERS-5	214	YNC PRIVETT	29 Nov	15 Dec
BUPERS-05	9	MS. STARKS	6 Jan	20 Jan
BUPERS-26	8	PSCS LOVELL	6 Jan	20 Jan
BUPERS-07	31	LCDR SOLITTO	21 Jan	4 Feb
PERS-3	220	MR. GIGER	7 Feb	7 Mar
PERS-4G	79	LT RAMSEY	9 Mar	23 Mar
PERS-40	399	LT RAMSEY	24 Mar	26 Apr
PERS-41	40	LT RAMSEY	27 Apr	27 May
PERS-42	19	LT RAMSEY	27 Apr	27 May
PERS-43	48	LT RAMSEY	27 Apr	27 May
PERS-44	82	LT RAMSEY	27 Apr	27 May
PERS-45	58	LT RAMSEY	27 Apr	27 May
PERS-47	22	LT RAMSEY	27 Apr	27 May
BUPERS-1	47	CDR HELLER	30 May	14 Jun
BUPERS-00IG	25	MS. TAYLOR	14 Jun	30 Jun
PERS-00D	4	AZC SEDA	14 Jun	30 Jun
PERS-1	5	YNCS BELL	1 Aug	5 Aug
BUPERS-00C2	55	CWO3 MARTELLI	8 Aug	2 Sep

END-USER TRAINING SCHEDULE

CY-10

August 3, 4, 10, 12, 16, 17, 23, 27
September 1, 2, 7, 10, 13, 17, 21, 24, 28, 30
October 5, 8, 12, 14, 19, 21, 25, 27
November 2, 4, 9, 10, 16, 19, 22, 23, 30
December 2, 7, 9, 14, 16, 20, 21, 27, 29

CY-11

January 4, 6, 11, 13, 18, 20, 25, 28
February 1, 3, 8, 10, 15, 17, 22, 24
March 1, 3, 8, 10, 15, 17, 22, 24, 29, 31
April. 5, 7, 12, 14, 19, 21, 26, 28
May 3, 5, 10, 12, 17, 19, 24, 26, 31
June 2, 7, 9, 14, 16, 21, 23, 28, 30

Total Classes: 93

Total Seats: 1,191

AT A MINIMUM, TWO TRIM END-USER COURSES WILL BE CONDUCTED WEEKLY FROM 0800-1200